

THIS IS NOT THE RENEWAL APPLICATION.

CLICK ON "FORMS" ON THE HOME PAGE TO OBTAIN THE RENEWAL APPLICATION.

Notification of your renewal will be sent to your mailing address by a postcard or a green renewal application approximately 65 days prior to your expiration date.

It is your responsibility to renew your license on time, whether or not you have received the renewal notice.

DO NOT send CE proof with your renewal application unless you have received a green renewal application in the mail or unless the Board requests them.

CONTINUING EDUCATION:

1. You are required to complete a minimum of 25 hours of continuing education in order to renew your license. At least 13 hours must be completed in a workshop, seminar, lecture, conference, class or instruction related to massage. A maximum of **12 hours** of distance/correspondence learning may be submitted.
2. The Arizona Board does not pre-approve CE's. It is your responsibility to make sure that a course is offered by an "Approved Provider", **(R4-15-302) Examples:**
 - A Board recognized Massage School or a community college that offers continuing education in massage
 - NCBTMB or AMTA approved
3. This Board does not provide a list of acceptable CE courses.

FOLLOW THIS CHECKLIST BELOW TO ENSURE YOUR RENEWAL FORM WILL BE COMPLETE.

THIS CHECKLIST IS ALSO ON YOUR RENEWAL FORM

Fee: **MONEY ORDER or CASHIER'S CHECK only**. Check appropriate amount below.

Payable to the: **Arizona Massage Board -Do not submit a personal check**

All fees are nonrefundable

1. ____ Renewal \$95.00
____ Renewal and \$25.00 Wall Certificate (optional) = \$120.00
____ Renewal and \$40.00 delinquent fee = \$135.00 - If postmarked after your expiration date
____ Renewal and delinquent fee and Wall Certificate \$160.00
____ Reinstatement fee \$220.00. (Use this only if you have missed 2 renewal cycles and not exceeded 3 years from your last expiration date. Mandatory copies of at least 25 hours of CE's must accompany the renewal form.)
2. ____ A legible copy of citizen or alien status document. Most commonly used forms:
Citizen Status: Birth certificate, Passport or AZ Driver License issued after 1996. (From list A on website)
Alien Status: Resident Card, or Passport (from list B on website)
name on proof of citizenship/alien status must match the name on your renewal form – if it doesn't match, send documentation of name change.
3. ____ **OPTIONAL** Include a photo if you would like to update existing photo on file.
4. ____ Application signed and dated in section .

FAQ

Q. What happens if I renew my license late?

- A. You are subject to a one time delinquent fee, and your expiration date will remain the same every two years. So, when you renew your license it will only be active until your next expiration date on your card. Keep in mind you will have to complete 25 hours of CE for every two years.

Q. If I turn my renewal form in late, can I continue to work?

- A. If you paid a delinquent fee with your application, you may continue to work.

Q. If I turn my renewal form to the board days before it expires, can I still work?

- A. Once you turn in your application and it is in process, you will be considered legal to work, but there will be no confirmation of that available to you or law enforcement until the application is completely processed. There is no grace period allowed by law. PLAN AHEAD.

Q. What if my license expired more than 2 years past the expiration date and I want to renew?

- A. If you have passed two renewal cycles but not exceeded 3 renewal cycles past your last renewal, you are allowed to reinstate your license.
To Reinstate: you must submit documentation of 25 hours of CEU's, a \$125 reinstatement fee and a 95.00 renewal fee to bring your renewal current, for a total of \$220. The license will show a lapse of licensure between the date of expiration and the date of reinstatement.
If your license has been expired 3 years past your last expiration date, you are required to apply as a new applicant, and you will have to meet all the current requirements.

Q. What can I use to show proof of Alien Status/Citizenship Status

- A. ARS § 41-1080 requires documentation of citizenship or alien status. Acceptable documentation is provided on the homepage under **Alien Status/Citizenship Documentation**.

Q. If I have not completed all my CE and my renewal is coming up, can I have an waiver or an extension?

- A. The Board is not authorized by statute to grant waivers or extensions.

Q. I am done with my CE before my renewal date, should I send in copies of my CE before my renewal date?

- A. No, wait until you receive your postcard or audit renewal form. Instructions will be included.

Q. What dates are my 25 hours of CE accepted from?

- A. We except 25 hours of CE starting from ISSUANCE date to each EXPIRATION date. Then every 2 years after that. **(YOUR EXPIRATION DATE NEVER CHANGES)**

Q. Why is my address on the website not my home address?

- A. When you first applied with the board you may have used 2 addresses, home address and a business address. When you do a change of address you need to be aware of the addresses you have used.